



WAREHOUSE WORKER, CORRECTIONAL FACILITY California Department of Corrections and Rehabilitation

OPEN – SPOT EXAMINATION

VIRTUAL FILE-IN PERSON

FEBRUARY 1, 2013

INTERNET EXAMINATION

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Position Information

Positions currently exist at California Health Care Facility in Stockton, California with the California Department of Corrections and Rehabilitation.

A Warehouse Worker, Correctional Facility, under supervision in a State correctional facility in the Department of Corrections and Rehabilitation performs journey person work in the receipt, storage, inventory, and issue of materials. Persons in this position load and unload trucks, freight cars, or other common carriers and transport material or assist in the receiving, unpacking, and checking of incoming material against invoices or bills of lading to verify items and quantities received; palletize, tag, and move material to designated locations; stock and restock shelves, bins, or other storage facilities; pull, repalletize, and assist in the preparation of material for local issue or shipment; select specified items and assemble material in shipping bays; maintain simple records; keep floors and storage areas clean and orderly; and occasionally operate motor vehicles. A Warehouse Worker, as assigned, maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates, wards, residents, or patients for contraband, such as weapons or illegal drugs.

Salary and Benefit Information

Currently, as of January 1, 2012: \$3,128 - \$3,591 per month.

Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applications who meet the minimum qualifications as stated on the next page may apply.



**Warehouse Worker,
Correctional Facility**

*California
Correctional Health
Care Services' vision is to
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patient-inmates of the California
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system the State can
successfully manage and
sustain.*

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

License: Possession of a Class III California driver license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less.)*

*Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.

And

Either I

Experience: One year of experience assisting in the receipt, storage, or issue of materials from a centralized stockroom or warehouse.

Or II

Experience: One year of experience in the California state service performing the duties of a Service Assistant (Warehouse and Stores).

Special Personal Characteristics: Neatness and willingness to do heavy manual labor in either indoor or outdoor storage areas.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Additional Desirable Qualifications: Graduation from high school or its equivalent.



Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED 100%

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Knowledge of:

1. Methods, practices, and equipment used in receiving, storing, and shipping material and delivery of a wide variety of items.
2. Methods taking inventories and maintaining simple inventory records.
3. Common forms and documents used in receiving and shipping departments of a governmental or commercial organization.
4. Basic computer skills.

Ability to:

1. Operate a powered or non powered materials handling equipment.
2. Read and write English and verbally communicate at a level required for successful job performance.
3. Make accurate computations relating to warehouse work.
4. Follow oral and written instructions correctly.
5. Maintain a neat and orderly worksite.
6. Use good judgment and make sound decisions.
7. Organize, arrange, move, and stack in storage areas in accordance with established procedures to prevent damage, deterioration, and loss.
8. Perform work in varying workplace conditions.
9. Multi-task.
10. Make minor repairs to equipment, as needed.
11. Perform heavy manual labor in either an indoor or outdoor storage area.
12. Safely lift 40 pounds or more.
13. Work with individuals from diverse backgrounds.



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How to Apply and Test

The application and Training and Experience Assessment will be available on the internet on **FRIDAY, FEBRUARY 1, 2013 ONLY**. Applicants must establish or have established an applicant profile with CCHCS, provide contact information, and complete the Training and Experience Assessment. The application for Warehouse Worker, CF is contained within the internet process; therefore, a standard state application is not necessary. On **FEBRUARY 1, 2013**, between the hours of **8:00 a.m. – 5:00 p.m. Pacific Standard Time (PST)**, you may apply and take the Training and Experience Assessment on the internet by connecting to the link below.

http://cphcs.hodes.com/bl_joblist.asp

Please allow a sufficient amount of time, approximately 30 - 60 minutes to complete the application and Training and Experience Assessment process before the 5:00 p.m. PST deadline. All Applications and Training and Experience Assessments NOT completed by the 5:00 p.m. PST deadline will not be accepted for any reasons.

If you have never established an applicant profile with the CCHCS, please see pages 6 and 7 of this bulletin to learn how to establish a profile. If you want to establish your profile prior to taking the examination on February 1, 2013 to expedite the process, you may do so.

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

Special Testing Arrangements

If you have a disability and need special testing arrangements, please contact the CCHCS' Selection Services Section at (916) 691-5894 to make specific arrangements.

Eligibility List Information

A multi-departmental open eligible list will be established to fill vacancies at CHCF in Stockton, California for the California Department of Corrections and Rehabilitation. This list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

Veterans Points and Career Credits

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.



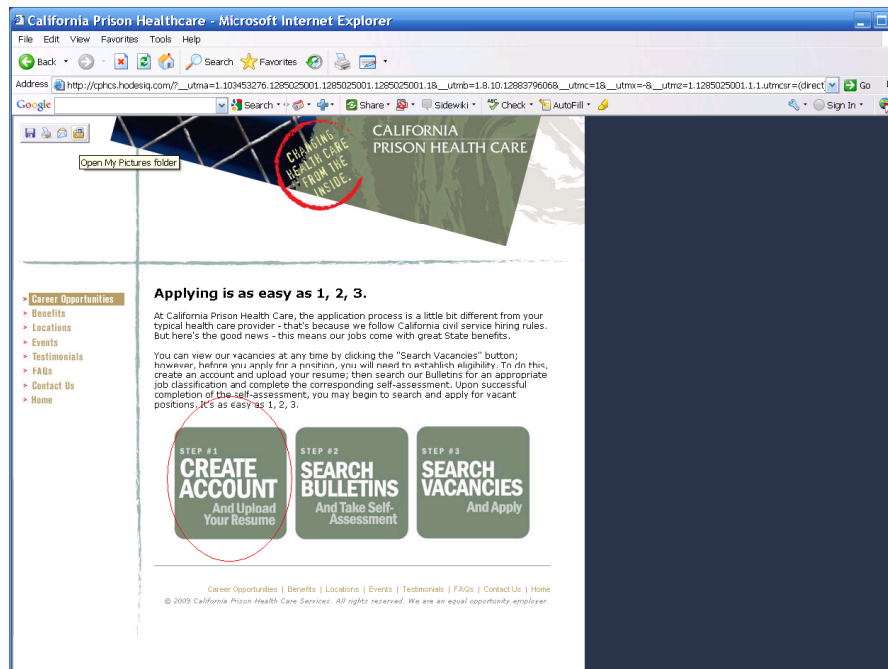
HOW TO CREATE AN APPLICANT PROFILE

California Correctional Health Care Services **strongly** recommends you establish an applicant profile **prior** to the exam date to expedite the process.

Step One:

Please go to the following link: www.changingprisonhealthcare.org.

Click on "CREATE ACCOUNT and Upload Your Resume".





Step Two:

Complete the registration form and click "Send".

California Prison Health Care Services Career Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go

Address http://cphcs.hodessiq.com/apply_profile.asp?PageMode=REGISTER

Google Search Share Sidewiki Check AutoFill Sign In

• Enter a Password Hint:
This hint will be used to help remember your password:(e.g., What's my pet's name?)

Contact Information

Upload Resume

• Legal First Name:

M.I.:

• Legal Last Name:

• (One contact phone [home or work] number is required)

Home Phone: Best Time to Contact:

Work Phone: Ext.: Best Time to Contact:

Mobile Phone:

• Email:

• Address:

• City:

• State:

• Zip/Postal Code:

• Country:

My Resume

• In addition to your career profile we request you include an updated resume. Please cut and paste one in the space below. If you do not have a resume, please type "None" in the space.

It will be stored for your easy access when you return to our site.

SEND